

# **Charlotte County Board of County Commissioners Staff Report November 2011**

## **Budget & Administrative Services**

### **Budget Department**

#### **Fiscal Services Division**

- Grants Fiscal Support:
- The following grant and interlocal amounts for roads were collected and invoiced in the month of November for the Public Works Department:
- Received \$255,115.18 for:
  - \$191,721.54 from FDOT for Piper Rd construction
  - \$ 63,393.64 from City of Punta Gorda for Piper Rd utility work
- Invoiced \$201,746.12 for:
  - \$ 4,787.82 to the City of Punta Gorda for Aqui Esta design
  - \$ 196,958.30 to the City of Punta Gorda for Burnt Store Rd utility work
- Prepared the Criminal Justice Mental Health and Substance Abuse reinvestment quarterly report. Processed Tax Increment Funds transfers to Charlotte County Redevelopment (check amount - \$113,807) and the Punta Gorda Community Redevelopment Agencies (check amount - \$970,103).
- Held the Annual Senior Services contract vendor meeting at the Port Charlotte Beach Complex. Fiscal Staff along with Program staff from Human Services met with our contracted vendors to discuss invoicing, client issues, monitoring and to provide any requested technical assistance to the vendors.
- Participated in the Reinvestment Grant Financial Report Conference Call. Charlotte County was complimented in this State-wide conference call for spending their grant funds down before any of the other counties. A lot of counties are in danger of losing their grant funds because they are not spending them in the time period allotted.
- Operating And Accounting Support:
- Finalized Work Order System Accounting reports with the Facilities Department
- Worked with legal and CCU on bill of sale for Kings Highway line and request payment for hydraulic capacity
- Updated financial information regarding Rotonda Villas regarding a legal issue.
- Worked with PRMG on rate study update and vacant lot maintenance assessment
- Generated and distributed monthly pro-rated fiscal reports to departments
- Worked on re-negotiated the contract with SMG who manages the Event Center to now includes Food and Beverage services.
- Re-negotiated the contract with Ripken to include clearer language on re-imbursement of utility expenses.

#### **I.T.**

- IT Realignment – We continued our realignment of duties and titles. In order to better align Information Technology with the business needs of our users, we have expanded the role of what was Desktop Support and removed it from IT Operations, creating Client Services with its own manager. Some staff was moved from Information Services to the new group. These staff will work directly with users in defining needs, process mapping/improvement, pre and post project support, tier 2 type support and generally all things dealing with our clients in addition to what Desktop Support has always done. This will allow our other 2 groups, Network Services and Information Services, to focus on long term projects, enterprise system upgrades and other system wide improvements. We are in the process of hiring a new web developer to enable us to

accelerate our SharePoint deployment. Our current management structure has Ray Desjardins as Senior Division Manager, Bryon Catlin as Information Services Manager, Evan Leibman as Network Services Manager and the Client Services Manager to be filled in early December.

- Relocation of Economic Development Office – IT staff relocated the Tourist Development department to the “B” building. Besides moving all computer equipment, their phones system was moved over to the county’s Voice over IP phone system.
- GIS Presentation at Edison College – Bryon Catlin gave a presentation to the engineering students at Edison College on GIS technology and its use within the county. Bryon regularly does these presentations to the students at Edison.
- Municipal Broadband – Visiting 2 communities using government fiber infrastructure to either directly or indirectly provide high speed service to businesses, schools, hospitals, etc... The city of Palm Coast most closely resembles the plan we are envisioning, whereby the city is providing the infrastructure and internet service providers are providing the services to the public. We received valuable insight into this model as well as a possible provider who is considering selling their service in Charlotte County should this project proceed. We are currently beginning a business outreach to judge the interest among the businesses in Parkside. We also discussed the possibility of a reciprocal arrangement with these municipalities to provide each other with physical space in each other’s data center to serve as a data backup location.
- SharePoint Public Web Site – Development of the public web portal for the county proceeds on schedule. Content is being placed on the new site and will be presented to the SharePoint Oversight Committee as well as other key stakeholders after the New Year for further input and to discuss a more definitive public release date.
- October Call Statistics:
- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =203
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 200
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 420
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 412
- Change Controls Opened Last Month – (internal configuration changes to server and network) = 9
- Change Controls Closed Last Month – (internal configuration changes to server and network) = 9
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 524

### **Purchasing**

- Quotes due and received:
  - 12-044 Scoreboards
  - 12-033 Healthcare Facility Tabletop Exercise
  - 12-043 Inspections & Testing of Tanks
  - 12-054 Street Sign Posts
  - 12-057 Demand Control – Event Center
  - 12-066 Mortise Locks
  - 12-068 Printing of Visitors Guides
  - 12-078 Swale Inlet Grating – Annual
  - 12-038 Lot Mowing for Code Compliance – Annual
  - 12-086 Harbour Heights Community Signs
- Pre-bid meetings held:
  - 12-052 Security Services
  - 12-049 Effluent Pumps – Annual
  - 12-046 Concrete Sidewalk & Driveway Repair & Replacement – Annual
  - 12-076 Fiber Optic Infrastructure
  - 12-070 Auto Body Repairs – Annual

- 12-077 Fill Dirt – Annual
- 12-092 Photovoltaic Systems
- 12-025 Sale of County Owned Lots
- 12-108 US 41 Revitalization
- Bid openings held:
  - 12-012 Lighting Upgrade – Family Services
  - 12-034 Fabricated Signs – Annual
  - 12-014 Port Charlotte Beach Park
  - 12-052 Security Services
  - 12-036 DeSoto Ditch Clearing
  - 12-046 Concrete Sidewalk & Driveway Repairs & Replacement – Annual
  - 12-049 Effluent Pumps –Annual
  - 12-024 Sale of County Owned Parcel – ECAP
  - 12-031 Oyster Creek Flow Enhancement
  - 12-010 Englewood Beach Boardwalk
  - 12-070 Auto Body Repairs – Annual
  - 12-025 Sale of County Owned Lots
  - 12-092 Photovoltaic Systems
  - 12-077 Fill Dirt – Annual
- Pre-submittal meeting held:
  - 12-053 Design – CR 771 Widening
  - 12-050 Stump Pass 10 year Management Plan
  - 12-030 Drainage Study – Rotonda West
- Work orders due and received:
  - 12-088 Kiosk Plans
  - 12-095 Landfill Title V
  - 12-114 Inspection – Structural Integrity of Fishing Piers
  - 12-111 Engineering Technical Services
- Shortlist meetings held:
  - 12-021 Multi-Space Parking Meters
- Proposals due and received:
  - 12-021 Multi-Space Parking Meters
  - 12-050 Stump Pass 10 Year Management Plan
  - 12-053 Design – CR 771 Widening
- Negotiation meetings held:
  - 11-330 Design – Burnt Store Road Phase 3
  - 11-278 Composting BioSolids – Land Lease

### **Real Estate Services**

- Burnt Store Road – Phase 1 – We continue to address final settlements for parcels obtained through eminent domain.
- Edgewater Phase II – We have closed on the majority of offers that were accepted by many of the affected property owners. Because of recent engineering changes to the roadway design, RES will be returning to the BCC in December to rescind several resolutions of necessity and to seek approval to acquire redesigned parcels needed for this road project.
- Placida Widening – The BCC has approved the start of the right of way acquisition portion of the road project.
- Environmental Lands Acquisition Program – We are not moving forward with the acquisition of the Shell Creek Delta parcel due to an issue relating to the acreage being represented by the property owners and the results of a survey obtained by the County. We are working with staff from Natural Resources to look at alternative sites.

- Flamingo/Edgewater – We will proceed with another mailing of offers this fall. To date, we have acquired 75% of the right of way needed for this project; a “mass mailing” for the remaining 25% will be completed in the next few weeks.
- Public Works, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues.
- Neighborhood Stabilization Program – The BCC approved a new phase for this program (NSP-3). To date, 23 foreclosed properties have been inspected and we have purchased six (6) properties. We continue to inspect potential properties.
- Murdock Village – Proposed SLD Exchange - We are working with staff from the Economic Development Office and the County Attorney’s Office on this matter.
- Surplus County Lands – We are working with Purchasing to solicit bids for another group of properties (53) that have been declared surplus to County needs. Bids will be received at the end of November and reasonable bids will be brought forward to the BCC for review and acceptance.
- CCU Lift Station Upgrades – We continue to work with several private property owners to acquire lots needed by CCU for their lift station and sewer expansion program in the Rotonda area.
- Charlotte Harbor Redevelopment – Harborwalk Project/Lease Agreement with FDOT – We continue to assist staff in securing from the Florida Department of Transportation, the necessary land related agreements to allow this project to move forward.
- Winchester South Road Project – Based on a request from our Engineering staff, we are working on acquiring an additional parcel needed for this road project.
- Parkside District – We continue to work with staff from Growth Management to obtain a public pedestrian access easement from the Peace River Hospital. We continue to work on a proposed grant of easement to the hospital to normalize an existing pedestrian walkway used by hospital staff over an adjacent County owned canal.
- Charlotte Harbor CRA – Following BCC approval, we closed on 4335 Sibley Bay Street. Human Services has completed the planned demolition of the improvements.
- Surplus Land Behind County Jail – We have worked with staff from Purchasing, the County Attorney’s Office and Administration on this matter. Staff will be opening any sealed bids received for the purchase of the 35 acres behind the jail on November 16<sup>th</sup>.
- Habitat for Humanity Land Exchange – We are proceeding with the closing for the land exchange with Habitat for Humanity that was recently approved by the Board.
- Real Estate Services move from Sun Trust Building to BCS Building – The move occurred during the week of November 7<sup>th</sup> and our offices have relocated to the BCS building.
- Employee Health Clinic Lease – We were successful in negotiating a month to month tenancy with the landlord. The current lease is due to expire at the end of January 2012. The County will begin the month to month tenancy effective February 1<sup>st</sup>, 2012. The long term plan is for the Health Clinic operations to relocate to Health Department Space located on Loveland Boulevard.
- Fleet Maintenance Lease – A number of options are being considered for this operation including the possibility of having the current operations remain in lease space for an additional one (1) year term starting on May 1<sup>st</sup> of 2012.

## Community Development

### Building Division:

Permitting numbers are up from last month and on track with the same period last year. The department issued 24 new single family homes, 971 other permits and served 1,908 customers. In addition, the division performed 2,952 inspections.

Expenditure for the month is \$268,419 and revenue of \$146,197 which is a deficit of \$122,222. However, November is the month when the annual Self Insurance charges are taken, which this year were \$142,801. Both revenue and expenditure are in line with last year.

Item	Total FY11	Nov 2010	Nov 2011	FYTD 2011	FYTD 2012
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Single Family Permits Issued	275	24	25	38	37
Multi Family Permits Issued	5	0	0	2	0
Commercial Permits Issued	35	9	2	18	5
All Other Permits Issued	14,373	1,133	973	2,238	1,849
Customers Served	24,354	1,915	1,908	3,690	3,828
Inspections	37,925	3,097	2,952	8,660	5,720
Permitting Revenue	\$2,137,643	\$152,680	\$146,197	\$322,939	\$291,885
Permitting Expenditure	\$2,150,332	\$263,349	\$268,419	\$352,775	\$405,186
Licensing Revenue	\$788,760	\$120,030	\$76,374	\$153,574	\$140,278
Licensing Expenditure	\$1,562,727	\$115,112	\$128,107	\$181,504	\$184,991
Action Orders Initiated	2,034	350	66	500	257
Code Cases Initiated	3,466	255	205	838	445
CEB Cases Heard	503	45	33	77	77
Citations Issued \$ Amount	\$31,100	\$5,100	\$2,500	\$7,600	\$3,000
New Contractor Licenses Issued	60	49	0	51	2
Contractor Licenses Revoked	7	1	2	1	3

- Licensing and Code Enforcement
- Code Enforcement and Contractor licensing continue to be a focus for the department. Although the number of complaints about high grass is starting to fall off, as expected at this time of year, other complaints stay steady.
- Revenue is down on the same period last year but there are still a significant number of Vacant Property Registration applications coming in on a daily basis. In addition to renewals, we are also seeing new registrations of properties.
- Sustainability
- A group of 90 sustainability leaders from jurisdictions across North America were selected to convene for three days of intensive training and peer networking. The Urban Sustainability Leadership Academy, hosted by the Institute for Sustainable Communities (ISC) in Chicago from November 14th to 16th, was a peer-learning and training program designed to help sustainability directors in local governments be more successful in their efforts to catalyze, lead and manage sustainability programs. The workshop put together senior local government sustainability practitioners from throughout the US and Canada for an intensive training experience. All travel expenses and per diem for this event was covered by the Academy and attendance was by invitation only. Julia Galofre from Charlotte County's Community Development was honored to be invited to the event as both an attendee and presenter.
- Flood Plain Management
- The Community Development Department has been informed that the County is to receive a Community Assistance Visit (CAV) from the State Department of Emergency Management to review the County's enforcement of their Flood Plain regulations. The visit will be conducted in the first quarter of 2012 and will be an opportunity for the County to demonstrate the work we do to minimize flood losses. A valuable part of the visit is an assessment of the current regulations and recommendations for improvement in both the regulations and the work processes to help us better control development in the flood plain.
- Planning Division:
- Parkside Revitalization Initiative

- Nothing new on this item.
- Babcock Ranch
- On July 26, 2011, the Community Development Department received a Notice of Proposed Change (NOPC) to the Master Development Order from Babcock Property Holdings, LLC. This NOPC is required as a result of completion of the initial Master Traffic Study Update. The Planning and Zoning Board recommended approval of this NOPC application on November 14, 2011. The Board of County Commissioners is scheduled to hear this petition on December 13, 2011. It was heard by the SWFRPC on October 20, 2011. Staff has received a report from the SWFRPC stating that the proposal is not a substantial deviation. Staff concurs that, by the standards set in Chapter 380.06(19)(e), F.S., the applicant has provided clear and convincing evidence their request does not constitute a substantial deviation.
- Murdock Village
- Nothing new on this item.
- Charlotte Harbor CRA
- The committee held their regular meeting on November 7, 2011. The committee discussed the EAR based plan amendments and the proposed changes to the LDRs. The committee voted to approve the comp plan amendments and FLUM changes and will continue looking at the proposed zoning code revisions and discuss these again at the December meeting.
- Manasota Sandpiper Key Community Advisory Committee
- The committee met on Nov. 16 to consider four ARC projects, one being a pre-application conference.
  - Pre-application conference; Presented by Rob Berntsson of Berntsson, Ittersagen, Gunderson Waksler & Wideikis LLP Attorneys at Law and Todd Rebol of Banks Engineering. Parcel ID # 411912126002, Lot 33 & 34 Gulfridge 1<sup>st</sup> addition on N. Beach Road. A Survey, Site & Landscape Plans, Building elevations, and similar pictures were presented for a Duplex project on lot 33, and a separated duplex project for lot 34.
- Applications received;
- Variance Application # VAR-11-009 for the December 14<sup>th</sup> BZA
- 2710 N. Beach Rd. # 7, Replace composite roofs on existing decks, to include screen walls.
- 985 Gulf Blvd. Remove then replace existing dock in the exact same footprint. Have FDEP/ACOE permits.
- All projects were recommended for approval.
- South Gulf Cove Community Advisory Committee
- The advisory committee did not meet in November. The committee vacancy was advertised but no letters of interest has been received. The next meeting is scheduled for Dec. 15, 2011.
- Grove City Community Plan
- The committee met on November 28, 2011. The committee inquired about the status of the architectural design guidelines, the status of forming a CRA, and about polling the civic association regarding a CRA. The committee was given information concerning these items. The committee discussed the sunset provision which will need to be addressed in February of 2012. The committee would like to continue and will ask to be reappointed. The next meeting will be January 30, 2012.
- Little Gasparilla Island Community Plan
- The committee did not meet in November. The next meeting will be on Dec. 9, 2011. Per Bob Hill, the following topics will be discussed: 1) the zoning code, 2) the dock situation, 3) committee reappointments. Four committee appointments will expire on 1/22/12.
- School Concurrency
- Nothing new on this item.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
- Staff continues to work on EAR-based plan amendments.
- Transportation Planning
- The following transportation planning and traffic engineering related issues were reviewed to

- Bicycle and Pedestrian Master Plan: During the month of November, draft priority maps based on technical analysis were produced and will be added to the County website to allow public to comment and input before the next round of workshops in December. The second set of workshops is scheduled from December 14<sup>th</sup> thru 19<sup>th</sup>. With the feedback from the workshop participants, the final prioritization along with the final plan will be prepared by February 2012.
- Site Plans, Zoning Exceptions and Traffic Study Reviews: The following site plans and traffic/transportation meetings/studies were attended/reviewed during the month of November for all potential issues from the transportation perspective:
  - DRC-F-11-05 – Final site plan approval for Bell Subdivision
  - DRC-PC-11-05 – Flea market business on Kevitt Boulevard
  - A Pre-application meeting for a PD Major Modification for the “Save It All Storage” on US 41 at Harbor Boulevard
- Monthly Meetings and Special Meetings/ Conferences: The following meetings and conferences were attended during this month:
  - School Zone Safety Issues Meeting
  - Community Traffic Safety Team Meeting
  - Design/Build Status Meeting for Contract E1J52 Design: Intersection of US 41 at harbor Boulevard and Cochran Boulevard
  - Team Port Charlotte Monthly Meeting
  - CR 771 – Request for Proposals Pre-Bid meeting
  - Engineering Design Manual Status Meeting
  - MPO Board meeting
  - Kings Highway Signal Coordination and Peak Season Timings Implementation meeting at Lighting District offices
- Field Visits: The following field visits were made during this month:
  - Piper Road Alignment and signalization locations
  - Medical District Elk Cam Boulevard Landscaping and Tree Grant implementation filed review
  - Median Cut request on US 41 at Longley Drive
  - Chancellor and Sumter Boulevard Intersection Safety review to address Call Tracker Item
- Site Plan Approval
  - We received 3 applications
  - One final – approved
  - One PD – final plan – denied
  - One Major Mod - approved
- Board of Zoning Appeals

The BZA heard the following petition on November 9, 2011:

  1. *Petition #VAR-11-008*: was continued at the request of the applicant until the December 14<sup>th</sup> meeting
  2. *Petition #SE-11-014*:  
A request by Geri Waksler, agent for Florida Tracks & Trails, Inc., for a Special Exception to allow a private recreational facility, in an Agriculture General (AG) zoning district, located at 39450 and 39550 Bermont Road, Punta Gorda, Florida,  
*BZA decision: Approved by a vote of 5-0.*
  3. *Petition #SE-11-016*:  
A request by Frank Hartland for a Special Exception to allow a ‘Home Occupation’ consisting of internet sales of wine, in a Residential Single-family-3.5 (RSF-3.5) zoning district, located at 10450 Winnipeg Street, Port Charlotte, Florida,  
*BZA decision: Approved by a vote of 5-0.*
- Planning and Zoning Board

The P&Z heard the following petitions on November 14, 2011:

1. *PP-09-02-02*: Punta Gorda of Charlotte County, LLC. has applied for a one-year extension of their Preliminary Plat approval for a commercial subdivision called Punta Gorda Crossings, consisting of ten (10) commercial/industrial lots in Sections 3 & 4, Township 41 South, Range 23 East, in Charlotte County, Florida. An additional 2-year extension will be added according to the provisions of Section 73, Chapter 2011-139, Laws of Florida. The site (the former Punta Gorda Golf Club), consisting of 99.2604 acres, more or less, is located within the ECAP, on Duncan Road between I-75 and Golf Course Boulevard in Punta Gorda, in Commission District II.

*P&Z Decision: approved the request*

2. *NOPC-11-07-19*: A Resolution pursuant to Section 380.06, Florida Statutes, amending the Master Development Order for the Babcock Ranch Community Master Development of Regional Impact to increase office entitlement from 2,064,075 to 3,500,000 square feet and reduce retail entitlement from 2,925,943 to 1,400,000 square feet, revise Exhibit "F" to reflect results of required Master Traffic Study Update, extend the build-out date to July 5, 2040, extend the expiration dates as well as associated mitigation requirements by four (4) years and correct scrivener's errors; for property located east of S.R. 31, south of C.R. 74 (Bermont Road), west of the Glades County line, and north of the Lee County line, containing 13,630± acres, in the East County area; Commission District I, Petition No. NOPC-11-07-19; applicant: Babcock Property Holdings, L.L.C.; providing an effective date.

*P&Z Decision: recommended approval of this request*

- Board of County Commissioners Land Use

The BCC heard the following petitions on November 15, 2011:

1. ECAP Zoning District Amendment: Open the first public hearing to discuss revisions to Section 3-9-51, Enterprise Charlotte Airport Park, Charlotte County Code of Laws and Ordinances, and set the second public hearing for December 13, 2011, at 10:00 AM or as soon thereafter as it may be heard.
2. PA-11-05-10-LS: Amending FLUM Series Map #1: 2030 Future Land Use, from Low Density Residential (LDR) to Commercial (COM); for property located north of Harborview Road, south of Westchester Boulevard, northeast of Tamiami Trail (U.S.41) and west of Kings Highway, in the Port Charlotte area, containing 13.07± acres; Commission District I.
  - a. Applicant: Seahorse Marina, Inc
  - b. Board Decision: *Approval*
3. Z-11-05-11: Amending the Charlotte County Zoning Atlas from Mobile Home Park (MHP) to Commercial General (CG); for property located north of Harborview Road, south of Westchester Boulevard, northeast of Tamiami Trail (U.S.41) and west of Kings Highway, in the Port Charlotte area; containing 13.07± acres; Commission District I.
  - a. Applicant: Seahorse Marina, Inc
  - b. Board Decision: *Approval*

- Engineering Division:

- Construction Projects
- Burnt Store Road Widening Project Phase 1 - Due to ongoing construction, traffic was shifted onto southbound Burnt Store Road from US 41, entering the Punta Gorda Home Depot. North Jones Loop Road is closed until December for work on the railroad crossing, and the Alligator Creek Bridge construction should be completed around the middle of December. Construction on this project is 90% complete.
- Burnt Store Road Widening Project Phase 3 - Kimley-Horn and Associates were selected for the design of this project, and staff began negotiations to finalize the design contract.
- Edgewater Drive Widening Phase 2 - Design is at 90%.
- Harborview Road Bridge over Desoto Canal - Staff met with representatives from the Community Methodist Church and the School Board about acquiring property for temporary bridge detours.
- Piper Road Widening South - Held a conference call with FDOT to discuss probable course of action; contractor continued work on punchlist items; received an e-mail from FDOT authorizing us to proceed with the contract with Bonness Inc. at the new rates; will be



completing a final quantity balance change order; and it appears that FDOT will fund and construct the remaining portion of the project.

- Rampart Boulevard Improvement Project - AROX Construction began clearing the right-of-way and hauling in fill material between Kings Highway and Loveland Boulevard.
- Sales Tax Year One Sidewalks –
- Boundary Boulevard – A Certificate of Substantial Completion and punch list were delivered to the contractor, and Engineering's Signing & Marking Division completed the striping;
- Collingswood Boulevard – The contractor placed VMS boards and a PSA was sent advising the public of impending construction; 5,000 linear feet of sod were stripped; 3,500 feet of subgrade were stabilized and accepted as ready for concrete; and over 1,000 linear feet of 8-foot-wide sidewalk were poured and finished;
- South Fairway Drive – This project has been completed.
- Alton Road – The contractor installed and stabilized 700 linear feet of sub-base; poured 2,833 linear feet of 6-foot-wide sidewalk; poured three 14x23, double-barrel mitered end sections; adjusted 3 water valves; set one structure; graded over 1,000 linear feet of swale; poured 610 linear feet of "D" curb; installed ADA truncated tactile surfaces at all crosswalks; completed and passed the pressure testing of the CCU water line extension and submitted as-builts and bacteriological testing to CCU; and placed over 170 square yards of sod.
- Manor Road – Continued to prep subgrade and form sidewalk; poured 1,150 linear feet of sidewalk; poured 6 driveways; stabilized 300 linear feet of sub-base; stripped 350 linear feet of sod in preparation for stabilizing material; formed an additional 90 linear feet of sidewalk; installed 820 square yards of sod; and finish graded 200 linear feet of swale for sod.
- Sales Tax Year Two Sidewalks –
  - Beacon Drive – Compiled and returned 60% comments.
  - Cape Haze Drive – Compiled and returned 90% comments.
  - Sheehan Boulevard – Received 60% plans and 30% plan comment responses; compiled and returned 60% comments.
  - Gulfstream Boulevard – Received 90% plans and forwarded to staff for review; compiled and returned 90% comments.
- Sales Tax Year Three Sidewalks - Staff compiled and returned the 30% comments for Ellicott Circle, Rotonda Boulevard North, Bayshore Road, and Deep Creek Boulevard.
- Winchester Corridor Phase 3 Design – Began planning a public meeting to be held in Englewood in February.
- Winchester and Flamingo Signalization – contacted Real Estate Services to determine the progress of acquiring the corner clip and learned that they are waiting for the completion of an appraisal; received correspondence from the design engineer asking for a check to be made out to SWFWMD, and we are preparing the forms to send this to Finance.
- Drainage Projects
  - 2010 Greater Port Charlotte Water Control Structures Design - Staff has issued comments on the 60% plans for MOR5.08, HAV4.33, DOR4.75, and bid specifications. The overall design contract is 30% complete.
  - Desoto Ditch Vegetation Clearing - Bids were opened on November 16, and the award recommendation was sent to Purchasing on November 17.
  - GPC Water Control Structures - MOR4.42 and DOR4.22 - Construction began on Peachland Boulevard on November 21, and the project is 5% complete.
  - Jennings Boulevard Weir Repair - The pre-construction meeting was held on November 2, and construction started on November 28. The project is 25% complete.
  - Oyster Creek Clearing - The bid opening was held on November 16. We are waiting for Purchasing to finalize approval for awarding the bid, and then the pre-construction conference will be scheduled.
  - Rotonda West Drainage Study - The pre-submittal meeting was held on November 29.

- Sunshine Lake Water Quality Study - A negotiation meeting was held on November 17, and we are waiting for the consultant to provide additional information.
- US 41 Storm Structures - A response letter was sent to SWFWMD addressing the adverse impact issue, and we are awaiting their response.
- Dredging Projects
  - Pirate Harbor Rock Removal - We are waiting for the consultant to negotiate fees.
  - Stump Pass Dredge and Beach Renourishment - The pre-submittal meeting was held on November 15, and the project should be listed on December 14.
- Paving Projects
  - 2011 Countywide Paving Program - The restoration process was ongoing in the Manasota Key and Road & Bridge Districts. In Tropical Gulf Acres, reclamation on Tribune and Chinquapin was completed, and the contractor started paving on the interior streets. Approximately 54,032 tons of asphalt was placed, with approximately 60% of the work completed.
  - Bermont Road Safety Improvements - Zep Construction completed setting the box culvert sections on the south side of Small Creek and began work on the north side. Better Roads worked on installing 4'-wide paved shoulders, starting at SR 31 and heading west on the north side of the roadway. Approximately 6.7 miles have been completed. This project is at 30% completion.

## **Community Services**

### Administration:

- Answered 523 phone calls, 21 web mails, 4 citizen action forms, 1 accident/incident reports, and 6 damaged/missing item reports.
- Posted 5 press releases.
- Bids received for parking meter system replacement. Recommendation going to the Board of County Commissioners for consideration on December 13.
- Began advertising campaign with Clear Channel, including bi-weekly appearance on Hippo's morning show on WCCF to promote Community Services facilities, events, and programs.
- Partnered with VFW Post 5690 to hold a Service on Veteran's Day at the Veteran's Memorial Walkway at North Charlotte Regional Park. Approximately 125 people were in attendance.
- Identified tennis courts that need resurfacing this year. One of Tringali Park tennis courts require complete rebuild due to erosion and drainage issues.
- Met with promoter on Pirate Invasion event at Englewood Beach for September 2012.

### Libraries and History:

- The Libraries started a program called "Floating Collections" and we will have staff and time saving numbers soon.
- "Celebrate Charlotte County 1921-2011" opened at Mid County Regional Library and is generating lots of comments and interest from the public
- One-click Digital downloadable audios and e-books platform are up and running.
- The number of allowed "holds" on demand books has been increased to 8 items.
- Planning work continues on Englewood Library and Archive
- Symphony of Trees annual show and auction is open at the Cultural Center.
- Over 40,000 visitors were welcomed to the libraries even with being closed (3) extra days.
- The amnesty program was a huge success and several thousand food items were delivered to the Homeless Coalition.
- 123,065 items were checked out; an increase of 59,687 over last month
- 40,076 Library visits
- 7,888 computer uses by Public
- 771 people attended 53 programs at our Libraries
- 99,564 website hits
- 790 patrons requested computer assistance

### Charlotte Sports Park:

- Hosted a short tour to (25) Brazilian investors.
- Hosted the FHSA 3A Regional Cross Country Meet with an estimated 250 runners and 500 spectators.
- Hosted the Free To Breathe Lung Cancer 5K and Memorial Walk with over 800 runners/walkers participating in the event.
- Hosted the USSSA Baseball Tournament at the Charlotte Sports Park and Harold Avenue Park. Approximately 2000 people and teams throughout Florida attended the event.
- Hosted the 12<sup>th</sup> Annual Charlotte Harbor Nature Festival on Saturday with an estimated 1500 people in attendance.
- Hosted the IBC Nations Baseball Tournament on two fields with 250 people attending this event.

#### Recreation Division:

- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 11,200 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1702 with 6218 touches combined. Recreation facilities were rented 35 times achieving a rental attendance total of 3223 people.

#### Aquatics Section:

- The three Aquatic Facilities were open a combined 796 hours and served 3811 patrons. 3810 Patrons spent 240 hours participating in programs such as water exercise classes and swim practice.
- Aquatic staff spent a combined 145 hours performing maintenance tasks and 150 hours performing In-Service training such as rescue skills, first aid/CPR and administering emergency oxygen.
- County Aquatic staff and Charlotte County Sheriff's Office Training Division held the several Officer Personal Water Safety and Basic Rescue Courses. To date approximately 220 Officers have been trained. November 28 was "media day" showcasing the program. The pool was visited by SNN and the Charlotte Sun.

#### Athletic Section:

- Charlotte County athletic leagues and Special Events used County facilities approximately 2,859 hours in the month of November. An estimated 4,544 athletic participants visited County facilities an estimated 35,022 times with 59,334 spectator/volunteer visits for a combined total of 94,356 visits associated with athletic activities. Activities included Adult Softball, Youth Softball, Little League Baseball, Adult Flag Football, Youth Football, Cheerleading, AAU Baseball, Swimming, Tennis, Horsemanship, and Remote Control clubs.

#### Extension Services:

##### Administration:

- Sustainability Workgroup Meeting – November 1<sup>st</sup> – 1 pm
- Southwest Florida Resource Conservation & Development (RC&D) Council Meeting – November 14<sup>th</sup> – Immokalee – 10 am to 1 pm
- Extension Staff Meeting – November 15<sup>th</sup> – 11:30 am
- PolyCom Test – November 17<sup>th</sup> – 3:45 pm
- November 28<sup>th</sup> CED – PolyCom Meeting – 1 to 3 pm
- November 28<sup>th</sup> - PolyCom Troubleshooting – 3 pm Stewardship, Partnership, Innovation
- County Extension Director In-Service – November 2<sup>nd</sup> and 3<sup>rd</sup> – Gainesville
  - Updates on legal issues, reporting, electronic social media, and Administrative up-dates.

##### Special Events:

- Participated as an office with the Green Futures Expo – 10 am to 3 pm – October 1<sup>st</sup> - Educational displays included: "Flesh-Eating Beetles – Nature's Ultimate Recyclers - 4-H Forensic Entomology", "FYN Yard Checklists", "Micro-Irrigation", "Alternative Groundcovers" and "Pillow-Packs". An estimated 300 people visited our booths.

Website Hits: Report: - Summary - [charlotte.ifas.ufl.edu](http://charlotte.ifas.ufl.edu) – 84,331

- Date Range: 11/01/2011 - 11/27/2011 - Urchin 5 ©2005 Urchin Software Corporation.

#### Facebook© Page - Charlotte County Extension data:

- 150 monthly active users.

#### Sea Grant:

- Publications:
  - "Greater AJ Tagging in the Gulf". Water LIFE Magazine. November 2011, Page 9. (Circulation 30,000).
  - "Marine Recreational and Commercial Industries and Activities: Economic Consequences and Impacts". UF/IFAS/Charlotte County Extension, Florida. 2pp.
  - "Operation Drag & Snag: Finding Crab Traps Using Side Scan Sonar". Extension Comings and Goings. October 2011, Page 2.
- Field Work:
  - 11/9 – Fisheries Independent Monitoring in Gasparilla Sound with FWC
  - 11/10 – FSG Recompression Field Trials in Gulf of Mexico
  - 11/13 – Volunteers conducted monthly bay scallop recruitment monitoring in Gasparilla Sound and Lemon Bay
  - 11/30 – FSG Recompression Field Trails in Gulf of Mexico
- Outreach Programs:
  - 11/1 – Don Ball School of Fishing – Punta Gorda Middle School
  - 11/2 - Don Ball School of Fishing – Murdock Middle School
  - 11/3 - Don Ball School of Fishing – Heron Creek Middle School
  - 11/3 – Two Sea Grant volunteers judged science fair competition at Punta Gorda Middle School
  - 11/5 & 11/12 - Florida Master Naturalist Program - Taught adult education program including leading classroom discussion and field trip experiences. Twenty two students graduated on 11/12.
  - 11/7 – Guest speaker for CHEC monthly volunteer meeting.

#### University Governance:

- Judge for Northeast Sea Grant Consortium Outstanding Outreach Achievement Awards

#### Meetings:

- 11/2 – Regional Waterway Management System & Marine Access Study planning meeting at Mid County Library
- 11/15-17 – Annual Florida Sea Grant Extension planning meeting in St. Petersburg
- 11/28 – WQFAM project kick off meeting at SWFRPC

#### Conferences:

- 11/2 – Presented "Marine Recreational and Commercial Industries and Activities in Lee and Charlotte Counties: Economic Consequences and Impacts" at Estero Bay ABM Cela Tega at Florida Gulf Coast University (w/ co-author C. Adams).

#### Awards:

- Received the Don Sweat Sea Grant Extension Award - presented to a Florida Sea Grant agent in recognition of excellence in taking initiative, creativity and leadership in their extension programs that made a difference to their constituents.

#### 4-H Youth Development:

- Leadership Development – Fifteen adult volunteer leaders completed training on risk management, financial stewardship and public speaking. These volunteers are responsible for the organizational leadership of fifteen clubs for over 200 Charlotte County youth.
- Civic Engagement – Nine teen 4-H members continued their service learning project, Youth Against Poverty (YAP), by participating in the Charlotte County Empty Bowls program. These teens made bowls to sell, and supported the Empty Bowls dinner by attending and purchasing other citizen-made bowls. The teens have committed to the YAP program for the entire year and will be partnering with local homeless centers, food pantries, meal serving locations for the homeless and the 'Backpack' project for homeless students.

- Developing a Sense of Belonging, an Essential Element – One of the essential needs for all youth is to feel that they are part of a group, that they belong. Monthly 4-H club meetings help meet this need. In November, twelve clubs, with over 150 members, met to work together on project-related educational programs, complete community service activities and practice leadership and communication skills with peers and caring adult volunteer leaders.

#### Horticulture:

##### Site Visits:

- Turf Problem - 472 Macedonia Drive, PG, FL - 10:30 am – November 16<sup>th</sup>
- Royal Palm Problem - Deep Creek – 26485 Rampart Blvd. – November 23<sup>rd</sup>

##### Programming:

- FGCU in Punta Gorda – Renaissance Academy – Entomologist, Dr. Fred Santana - “Ants” – November 1<sup>st</sup> – 10 – 11:30 am – 5 in attendance
- FGCU in Punta Gorda – Renaissance Academy – Master Gardener, Donna Worthley - “Palms” – November 8<sup>th</sup> – 10 – 11:30 am – 9 in attendance
- Numeric Nutrient Criteria - PolyCom – 8:30 am to 12 noon - December 2<sup>nd</sup> - Lee County.
- "Good Bug; Bad Bug" Plant Clinic presentation at PGICA – 2 pm – November 15<sup>th</sup> – 8 in attendance.
- Beta Sigma Phi (15 participants) - Wednesday, November 9<sup>th</sup>, 2PM 23119 Turnbull Ave. Port Charlotte - talk on the “Master Gardener Program”.
- Green Industries –Best Management Practices Training – November 10<sup>th</sup> – 8 am to 3 pm (Fertilizer Ordinance Training for Commercial Applicators) – 4 attendees.
- Special Outreach:
- December 3<sup>rd</sup> – Master Gardener Annual Plant Sale – 8 am to 1 pm – 7000 Florida Street Demonstration Garden in Punta Gorda.

#### Florida Yards and Neighborhoods Outreach:

- FYN School Board Presentation – 5pm – November 15<sup>th</sup>

#### Florida-Friendly Landscaping™ Recognizes A Charlotte County School

On November 15, 2011, Allison Turner, Florida Yards and Neighborhoods Program Assistant, formally recognized a joint effort with the Meadow Park Elementary School and the Charlotte County Extension Florida-Friendly Landscaping™ Program at the regular meeting of the School Board of Charlotte County. Mr. Eugene Spurr, Director of Maintenance and Operations, gave an overview of the project which included important attention to the essential principles of Florida-Friendly Landscaping such as : 1.Right Plant, Right Place , 2.Water Efficiently , 3.Fertilize Appropriately , 4.Mulch , 5.Attract Wildlife, 6.Manage Yard Pests Responsibly , 7.Recycle, 8.Reduce Storm Water Runoff and 9.Protect the Waterfront. Mr. Spurr also recognized the coordination efforts of Chris Lyons, Operations Manager, as he worked with Ms. Turner to make this project a reality. Plaques designating the Meadow Park Elementary School achievement of Florida Friendly Landscaping™ - Gold Level were presented to the School Board recognizing their adoption of Florida-Friendly Principles. It should also be noted that the Meadow Park Elementary School is the first school in Charlotte County to receive this recognition.

- 11/4/11 – Site visit at Punta Gorda Middle re: FFL demo landscape
- 11/10/11 – Site visit at Gardens of Gulf Cove (Englewood), met with landscape committee (8 people in attendance)
- 11/15/11 – FFL workshop at CHEC Alligator Creek (30 people in attendance)
- 11/19/11 – FFL/Planting For Wildlife booth at CHNEP nature festival ( approximately 3000 attendees) Stewardship, Partnership, Innovation
- Charlotte Sun Newspaper Articles:
- Potential Readership:
- Charlotte Sun Herald – Average Circulation - 44,028
- Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
- Newspaper Article – Newspaper Article – Newspaper Article – “Palms for pots” – November 7<sup>th</sup>
- Newspaper Article – “Get ready for Christmas cactus” – November 14<sup>th</sup>
- Newspaper Article - \*Newspaper Article – “The best “living” Christmas tree” – November 21<sup>st</sup>

- Newspaper Article – “Keeping your real Christmas tree fresh and safe” – November 28<sup>th</sup> Stewardship, Partnership, Innovation (Mitchell, Shackelford, Turner)

## **Facilities, Construction and Management**

- The Cookie House: Restoration has begun. Completion date early spring.
- Oyster Creek: Underpass: Construction is complete.
- North Charlotte Regional Park Phase III: Site surveying and data collection has been done, Design is complete. SWFWMD permit has been received. Field work for disc golf course modifications has been performed. Project is under construction. The new field area has been cleared and fill is being brought in. Drainage and piping and structures have been installed. Fencing is being installed. Irrigation system has been installed. Sod has been laid.
- Cape Haze Pioneer Trail Phase III: FDOT has turned over the completed project to the county.
- Kiwanis Boardwalks and ADA Improvements: Design and engineering plans to replace bridges/boardwalks and ADA improvements are complete. Bids have been received and the project has been awarded. Contractor is obtaining the building permit.
- Human Services Building: The building is 97% complete. The interior finishes and minor MEP items are being completed. The staff building review is scheduled for Dec 13<sup>th</sup>.

## **Human Resources**

### Employee & Labor Relations

- IUPAT negotiation meetings
- IAFF contract negotiation meetings
- Employee related issues
- Facilitate New Hire Orientation
- Implementation of NEOGOV Application
- Review NeoGov tutorials and hold conference calls with NEOGOV Implementation specialist
- Participated in Code Enforcement interviews
- Participated as Scribe during BCC Strategic Planning Session II.
- Recruitment related activities and hiring processes
- Halogen e-Appraisal assistance
- Discipline related conversations and activities
- Monitor the community service program with Courts System
- FMLA Processing
- FMLA monthly report
- Tasks associated with Employee of the Month
- Legal Discussions
- Miscellaneous advisement/investigations/coaching/development conversations

### Benefits Related

- Facilitated Orientations
- Process Tuition Reimbursement Requests
- Prepare orientation booklets
- Provide Customer Service to employees
- Produce Service Awards and letters to employees
- Self- service assistance regarding on-line applications & Eden self-service system

### Learning & Organizational Development

- Halogen assistance for employees and Management
- Employee Development Needs Analysis
- Monthly service awards
- Tuition Reimbursement
- Created 2011 Employee Development Needs Analysis Survey
- Held Graduation for Government Academy for Citizens/Employees
- Miscellaneous coaching/development conversations
- Professional Development to include webinar, reviewing industry journals, etc.

- Prepared FRS & ICMA Flyer and sent to all employees
- Held Lunch & Learns at Eastport and Murdock

## **Human Services**

### • Staff Activities:

- Our Veteran Services Division held the 7<sup>th</sup> Annual Homeless Veterans Stand Down. 39 Homeless Veterans attended the event and received a hot meal, non-perishable food items, new clothing, haircuts, flu shots, medical and mental health exams, sleeping bags, toiletries and other essential items. This event was provided in partnership with over 22 community partners who provided volunteer labor, in-kind services and monetary donations. Due to the partnerships with these agencies, the Veteran Services Division was able to realize a \$1,300 savings on this event.
- Veteran Services staff also participated in numerous veteran activities and events during November in recognition and appreciation of our veterans.
- The Human Services Department received a written programmatic monitoring report from an on-site monitoring conducted by Senior Choices (aka Area Agency on Aging for Southwest Florida) in September. The report found that the Senior Services Division was in full compliance and only indicated a training issue which has been addressed with our assessment staff through an in-service training.
- Sunshine Ride has added an additional route in Englewood which transports passenger to the STAR (Special Training and Rehabilitation) program. This new route has generated 430 additional passenger trips to Sunshine Ride's monthly ridership.
- At the Board of County Commissioners meeting on November 8, 2011, the Commissioners approved conveyance of two rental properties that were transferred to the County from the former non-profit agency, The Housing Corporation, to Charlotte County Habitat for Humanity. Habitat will be seeking qualified homeowners for these properties.
- Human Services Senior Services Division and Budget and Administrative Services Fiscal Division conducted its annual in-home elder care subcontracted vendor training meeting. Topics covered included contract monitoring; incident reporting; invoices & payments; client satisfaction survey results; disaster preparedness planning; and on-call/ afterhours scheduling and protocol.
- Florida Power & Light highlighted Charlotte County Human Services in its Fall Newsletter.
- On November 16<sup>th</sup> members of The Charlotte Classic Cars and Cruisers Club drove their classic vehicles to the Human Services Department on Grace Street to present a donation of \$500 for the Department's food pantry to help feed needy families. The County's Budget and Administrative Services Department employees generously donated food, toiletries and \$267 towards the Human Services Department's food pantry.
- The Department has received for community distribution its revised Dial-a-Ride and Sunshine Ride brochures which provide information on how to use public and disadvantaged transportation services in Charlotte County.
- Sunshine Ride (Transportation Disadvantage service) began transporting approximately 57 children per day from four elementary schools to New Operation Cooper Street in Punta Gorda for after school programs Monday – Friday each week.
- Senior Services staff participates in the Aging in Place Committee. This week 100 Senior Resource Directories and inserts developed by Our Charlotte Elder Affairs Network (OCEAN) and the Aging in Place Committee were given to Health Plus for delivery to residents within the Parkside area receiving home delivered meals.
- Case Management staff also participates in the Retired and Senior Volunteer Program (RSVP) advisory board. Current issues include upcoming volunteer recognition event, community outreach, highlights from 911 Day of Service and Remembrance, and Make a Difference Day book drive benefitting Friends of the Library and the Library System.
- Sibley Bay property in Charlotte Harbor CRA has been demolished through federal grant funds.
- Housing staff, Affordable Housing Advisory Committee and the County's Attorney's Office are working on a draft policy which would consider a SHIP foreclosure forgiveness policy.

- Family Services staff participated in the scoring and negotiations of proposals under the Florida Department of Children and Families ITN (Invitation to Negotiate) for Community Based Care.
- Transit staff participated in the full scale emergency response exercise at the Punta Gorda Airport. Transit's role in the exercise was to transport 51 mock victims of a plane crash to the three local hospitals for treatment.
- Staff participated in conference call and survey from the Florida Department of Economic Opportunity to discuss options and changes to the Low Income Home Energy Assistant Program in anticipation of federal grant funds reductions for 2013.
- Staffs continue to work with software company 5 Points and IT Department in Department's client new tracking system scheduled for installation and implementation in early 2012.
- Staffs also continue to work with Facilities Dept. and contracted construction project manager in the completion of the new Human Services facility on Loveland Blvd. Anticipated move into new facility is
- Staff met with new Interim United Way Director to discuss how Human Services and United Way can better partner and coordinate human services programs in Charlotte County.

## **Public Safety**

- Animal Control: Nothing to add this month.
- Emergency Management:
- The month began with the Tropics quiet and ended that way, allowing the office to begin focusing on delivering and receiving training, as well as working on exercise design and participation in other community's exercises. The hurricane season ended tied as the third busiest of all-time (19 named storms), but for the sixth straight year, Florida was thankfully not impacted directly.
- The Coordinator was tasked to participate as a Controller at the Punta Gorda Airport mass casualty exercise, a once-every-three-year requirement of the FAA that involved full-scale participation by emergency services and others.
- A meeting with Louetta Muller of Emergency Planning Services and the submission to the State of proof that we had sent out required letters to facilities, completed our required scope of work in the area of Hazardous Materials Planning. That final deliverable resulted in the reimbursement of all monies for Hazardous Materials planning.
- At mid-month, our Emergency Planner Lynne Stickley, attended a meeting that is focusing on planning for a Healthcare Tabletop exercise in the Spring. The bid and PO have been completed. The exercise must be conducted no later than the end of April 2012.
- Also at mid-month, Emergency Management Coordinator Jerry Mallet hosted a regional exercise meeting in the EOC. This exercise will be regional in nature and will involve all 10 counties in Region VI of the Florida Division of Emergency Management. The exercise will focus on terrorism of a biological or radiological nature and will be one of the most involved scenarios undertaken in this area of response.
- The Coordinator also participated in the Regional exercise meeting and an EM Constellation webinar with the State. Constellation is the State DEM's tracking and archiving system that ties in with our Web EOC through a designed bridge allowing them to speak and interact.
- We have continued our effort to wrap up the installation of more than 9,000 of the reflective vinyl evacuation collars on stop-sign posts throughout the County. We are now "drilling down" to street-by-street installation in some neighborhoods where we feel collars are required to give us the most comprehensive coverage of this warning and notification program.
- We monitored the first-ever National Emergency Alert System (EAS) test which was conducted on November 9 and although some glitches were noted, it was overall considered to be a very valuable test of the warning and notification capabilities of all broadcast entities across the entire nation. It allowed many outlets to find out what shortcomings they have and what improvements must be made to assure the system's viability.
- The Director was invited (for the second time in recent years), to address a class of Marine Science students at North Port High School. All seniors, the class had many questions about Emergency



Management, as well as the Gulf Oil Spill and the recent lack of tropical weather activity in the Gulf of Mexico basin.

- State Director Bryan Koon conducted his monthly conference call with all 67 counties and focused on a variety of issues during the 90-minute call. This monthly call allows County Director's immediate access to Director Koon and has proven very valuable in opening lines of communication between Tallahassee and the Emergency Managers of Florida.
- The Director and Coordinator were invited to participate in the two-County, two-City summit focusing on the Burnt Store Corridor and its future. Our interest was the road's viability as an evacuation corridor and the impact North Lee County residents will have as they flee the Northern reaches of Cape Coral in the face of an approaching hurricane. It is understood by all parties that the primary stumbling block to the improvement and widening of the entire roadway is a current (and future) lack of funding. The commitment to this project is evident among all parties involved.

#### **Fire/Ems:**

- The Charlotte County Fire / EMS brought in the International Trauma Life Support Course which provides knowledge and hands-on skills to take better care of trauma patients. ITLS is a global standard that enables Paramedics to master the latest techniques in rapid assessment, appropriate intervention and identification of immediate life-threatening injuries. ITLS courses combine classroom learning and hands-on skills stations. They also challenge the Paramedic with scenario assessment stations where the Paramedic is put to work in simulated trauma situations. For more than 25 years, ITLS has been at the forefront of trauma education at all levels of pre-hospital care worldwide.
- The Charlotte County Fire / EMS Station # 7 located at the Charlotte County Airport conducted its Tri-annual Aircraft Crash exercise on Nov, 1, 2011. This exercise is to comply with FAA rules which require one exercise every 3 years as to aircraft emergencies. This exercise allows the Department to evaluate the skills and proficiencies of the Aircraft Firefighting personnel. It also evaluates the response and resources to provide emergency care for a large incident involving 50 or more patients who are injured.
- The Charlotte County Fire / EMS crews were at Meadow Park Elementary School, along with Captain Ed Eastman. Both crews and the Captain participated in the Reading for Children's Program.
- Charlotte County Fire / EMS Public Education Division presented Fire Safety lecture for Heritage Oaks which resulted in a plan for the Department to work with them in their Park Emergency Planning Team.

#### **Public Works**

- On November 12, 2011, more than 32 volunteers worked over 153 hours to help their neighbors improve the community. The cleanup was a partnership between Partners for a Clean Charlotte Committee of Keep Charlotte Beautiful, Charlotte County Solid Waste Division, and Waste Management, Inc. The volunteers collected approximately 3 tons of debris and horticulture. When Team Port Charlotte completed their Parkside neighborhood cleanup last April, they immediately scheduled with Keep Charlotte Beautiful for another cleanup in November 2011. Volunteers worked in advance delivering flyers to residents to encourage them to use this opportunity to clean up around their homes. They offered to pick up items from residents who were unable to deliver them to the staging area at the Family Services Center.
- The Florida Department of Environmental Protection (FDEP) completed its quarterly inspection of the Zemel Road Landfill to verify that the Landfill is operating within its permit requirements. FDEP found the Landfill to be in compliance with its operating permit with no issues.
- Specifications and scope of work have been submitted to the Purchasing Department for a contract to mow the fenced retention ponds related to road projects that are located in west, north, and south County sites. It was determined that this is the most cost effective method of maintaining these areas.
- A failed road crossing was replaced and a difficult outfall on Torrington Street was piped. This was part of the pavement management program which includes pipes being replaced in advance of the County's paving program in seven areas of Greater Port Charlotte.

- On November 19th the Solid Waste Division and Keep Charlotte Beautiful participated in the annual Nature Fest at the Charlotte County Sports Complex. The event was attended by hundreds of residents. Literature and educational materials regarding the national recognition of recycling and the significant advances made nationwide was distributed. Recycling support was provided for the event which filled a 4 yard container. Staff was answered recycling and solid waste questions and dispensed assorted game prizes provided by Waste Management.
- The Solid Waste Environmental Crimes Deputy arrested a person for illegal dumping; this is the fifth arrest in the past month. The arrests are felonies that range from the illegal dumping of yard waste and tires to household garbage. The Environmental Crimes Deputy and the Solid Waste Code Enforcement Officer are actively investigating and pursuing illegal dumpers.
- Maintenance activities include the flail mowing of approximately 5.5 miles each way on the Pioneer Trail in West County. The landscaped roadway sites have received fertilization treatment, in accordance with the county's newly implemented "black out period" aspect of the Fertilizer Ordinance, which takes effect January 2012.
- The Solid Waste Division gave a presentation at the December Curmudgeon Club breakfast meeting. The meeting had approximately 20 attendees who enjoyed the presentation about the Landfill gas-to-energy project, followed by a question and answer period. The gas-to-energy project has reached the final phase of the project and is generating electricity as a revenue source for the county.

## **Tourism**

- Sean Doherty submitted a proposal to host a Hero Rush event (Hero Rush is a 5K – 8K race with 15 to 20 firefighter-themed obstacles and attracts 3,000 to 6,000 participants. Sean hosted the organizers for a tour of the proposed event site. We expect to hear whether we were awarded the event by mid-to late December.
- The first USSA Baseball tournament, held November 18-20, brought more than 500 room nights to Charlotte County. The second tournament will be held this weekend. The April 2012 tournament will bring 80 to 100 teams to Charlotte County with an estimated economic impact of more than \$400,000.
- Sean attended "Florida Encounter," Visit Florida's meetings market trade show and expo. The event affords Florida destinations an opportunity to meet with meeting planners and representatives of publications specific to the meetings market.
- Jennifer Huber is preparing an itinerary for Jason Ferguson, an Orlando-based writer on assignment for Avalon Travel Publications. Ferguson will visit Charlotte County December 9 – 11. He will be writing "Moon Sarasota, Naples and the Paradise Coast" with an in-depth feature on Charlotte County.
- Initial feedback from the VCB's Birding FAM (Familiarization) trip, conducted in November (made possible, in part, by a grant from Visit Florida) has been very positive. Two of the participants tweeted during the FAM and their Tweets were re-tweeted (Twitter), reaching thousands of followers and building awareness about the destination immediately. Additional articles will appear in on-line magazines and in print publications.
- VCB staff members have all been working on the development of the 2012 Official Charlotte Harbor and the Gulf Islands Visitor guide. Last year, the cost to design and print the guide was \$70,000. This year, due to budget constraints, we took the production of the guide in-house. Our total cost this year will be approximately \$8,000 (cost to print was covered by advertising sales). The savings of \$62,000 enabled us to increase our advertising budget. We will be assessing staff time and other challenges attendant to developing the guide in-house and will make a determination as to whether we will do the same thing next year.
- Lindsey Barfield has been working with Miles Media on much needed changes to our website and on the launch of our mobile website.
- Lorah Steiner met with representatives of the Tourism Teams for the "Make It Happen" Team. The group looked at recommendations from all teams and began the process of distilling those down to a

list of ideas/actions most likely to have an immediate and positive impact on tourism in Charlotte County. Other ideas that have great merit but need more financial support or are more complex in terms of planning required will be moved to intermediate and long-term categories. The second meeting of the "Make it Happen" Team is scheduled for January 16.

## Utilities

- Engineering Services:
- Major Work Orders:

59 Developer Project Inspections; 189 CIP Inspections; 6 Mandatory LPS Inspections; 6 New LPS Inspections; 7 LPS Mandatories; 31 Accela Permits Reviewed; 863 Locates Processed From Sunshine State One Call; 3 Large Area/Large Intersection Locates; 5 In-house Locate Requests; 4 Developer Agreements Prepared; 7 As-built/Record Drawings Approved; 72 Active Developer Projects; 0 Closed Projects; 3 New Line Extensions Field Verified; 2 New Sets of Plans Received; 2 Revised Sets of Plans Submitted for Approval; 41 Residential Service Availability Letters Prepared; 10 Commercial Service Availability Letters Prepared; 52 Water and Sewer Services Field Verified; 7 Residential Service Applications Processed; 0 CIP Permits Received; 4 CIP Permit Certifications; 11 Commercial Permits Approved; 0 Rejected.
- Operations Division
- Treatment Facilities:

Treatment Facilities Support: 211 prev maint work orders and 53 corrective work orders were completed; new high service pump "B" at the BS RO plant has been tested; final installation of pump "C" will be completed when the proper fittings arrive.

Water Quality: 149 cross connection inspections were completed and 28 backflow preventers tested; 2 reclaimed site repairs were required this month.

Personnel: We are pleased to announce that an applicant has been selected for the vacated position at the Burnt Store RO plant.

Safety: Routine inspection and safety meetings were conducted at our facilities; additional safety evaluation was requested and performed with the aid of our Loss Control/ADA Coordinator and Regulatory Liaison to evaluate and eliminate potential hazards from our sites; wherever possible reset switches, timers and controls on panels without protection (dead man doors) are being relocated to prevent staffs exposure to energized (high voltage) inside the panels; monthly safety scorecards were submitted.

Miscellaneous: Staff is scheduled to meet with FDEP next month to discuss consolidating CCUs various groundwater monitoring plans and a master reuse permit; staff completed replacement of filtration sand in West Port drying beds.

Water Distribution:

Distribution System: 998 work orders were completed; responded to 30 line breaks; exercised 258 system water valves; maintained and flow tested 150 hydrants; responded to 13 water quality calls; installed 2 new service lines; replaced 3 broken hydrants; installed 1 new system valve; replaced 2 broken system valves; upgraded 1 sample point to 2"; serviced all vehicles at Fleet or Tuffy's that required maintenance; completed a full review of waterway crossings and prioritized a list for replacement for the coming year.

Training: 5 tailgate safety meetings were held with the entire work group; 4 employees attended MOT certification class; 1 Foreman attended short school for Distribution System Operator 1.

Personnel: The position for WTPlant Operator has been posted. A Distribution System Operator was removed from duty pending reasonable suspicion testing.

Booster Stations:

All water booster plant operators are working a flexible schedule in order to meet new requirements from FDEP staffing rules for each site until a new operator can be hired.

#2 Golf Course: Performed all preventative maintenance; made adjustments and repairs as required on plant equipment; replaced faulty keypad for alarm system; updated MSDS book and posted SOP's on site; installed sleeves on chemical feed lines; tank staff gauge broke away in the storage tank and repairs are being made; ADF was 1.3 MGD.

#3 Gulf Cove: Performed all preventative maintenance for the month; made adjustments and repairs as required on plant equipment; placed bollards around effluent lines and painted yard piping and diesel lines; replaced batteries on generator; #2 motor out of service for a rewind; ADF was 1.5 MGD.

#4 Walenda: Performed all preventative maintenance for the month; made adjustments and repairs as required on plant equipment; calibrated flow meter; ADF was 3.8 MGD.

#6 Rotonda: Performed all preventative maintenance for the month; made adjustments and repairs as required on plant equipment; calibrated flow meter; began work to close couple #1 HS pump; installed bollards around Ammonium Sulfate tank; installed sleeves on chemical lines; ADF was 2.3 MGD.

# 7 Ingraham Injection Station: Performed all preventative maintenance for the month; ADF was 373,905 GPD.

#8 Englewood Interconnect: Was not in operation this month.

Myakka River Bridge: ADF was 1.8 MGD.

Sampling: Monthly compliance samples have been completed.

Boil Water Notices: 3 boil water notifications were processed.

#### Wastewater Collection:

Gravity/Force Mains: 349 manholes were inspected; 22 manhole rings and covers were raised, replaced or repaired; 11 gravity sewer backups were investigated; 2 laterals were repaired; 1 excavation for gravity main point repair was completed; 2 odor complaints were investigated; 2 LPS taps were completed for new construction; 12 LPS force main leaks were repaired; TV crew cleaned and televised 11,875 feet of gravity sewer main.

Lift Stations: Issued 438 LS preventative maintenance work orders; performed 54 corrective maintenance work orders; repaired broken discharge line at LS 7; LS PL-E Taber wet well lining was completed and new electrical service installed – entire rehab project 90% complete; Burnt Store Colony LS wet well lining was completed and new electrical service installation was started – entire rehab project 90% complete; LS 313 Northern Cross rehab in-house Basis of Design Report was started; all vehicle PMs have been scheduled or completed.

Low Pressure Sewer: Performed 265 service calls in the field; upgraded 5 systems to current standards; completed 3 mandatory connections.

Personnel: 2 employees attended Forklift training; 2 employees attended MOT training; foreman attended the LPS pump pre-bid meeting; foreman attended the LPS and LS standard drawing meeting.

- Business Services:

IVR: 2,320 payments were processed; system represents 4% of payments; assisted in reducing payments made through CSRs by 42%.

Mass Notification: 1,224 calls were made to customers facing imminent shut off for non-payment; analysis of the impact of contacting customers 2 days before shut off showed that 63% paid bill before a shut off order was generated.

Electronic Bill: Bill view is available via CCU website; added a “latest news” feature that will keep customers informed of boil water notices, hydrant flushing, line breaks, etc.

EZ Pay: 17,072 payments were processed; transaction break-down is 4,968 one-time pays, 8,821 recurring and 3,284 through CSRs; 134 returned items due to EZ Pay; 70 for insufficient funds and 64 for invalid bank number; 40% use electronic payments.

Fixed Based Meter System: 22 Orion AMR transponders were installed; of the 26,963 customers with AMR transponders 3,105 have ITRONs and 23,858 have Orion; 26,963 represents 47.96% of our customer base with AMR meters.

Customer Service: Received 8,795 calls; average time in to answer was 89 sec; 3.82% of calls were abandoned; average time for abandonment was 2.02 min; 602 e-mails were receive with 173 call back requests; grade of service was 96.18%; total number of customers to the lobby was 926.

Meter Services: No new meters were installed; 37,541 meters were manually read; 40 were skipped (less than .1% of all reads) and 131 were misread (less than .1%); 2,163 service orders were closed, including check meter/verify read, box/lid maintenance, shut-off, and turn-on.

Billing & Collections:

Delinquencies: 770 accts were shut-off for non-payment; reconnection revenue (meter was turned off) collected was \$15,680; penalty revenue was \$81,517; and premise visit revenue (payment was made before shut-off occurred) was \$1,170. Total delinquency revenue \$108,437.

Returned Checks: 156 returned items for a total revenue of \$4,100.

Tampering: 54 meter tampering occurrences for total revenue of \$5,820; FY-YTD total: \$89,830.

Overtime: \$0 was collected for overtime; \$0 was expended. Net income, \$0.

Liens: Info not available.

Watering Violations: No warnings or violation were issued.

North Port: Processed 1,145 checks; total revenue was \$237.44; FY-YTD \$19,312.39.

Bad Debt: Received payment on 4 accts for \$795.32; cost \$0 to pursue; net benefit of \$795.32.

Sharepoint/Doc Management: 79,690 docs ready to be transferred to Share-point.

Accounts Receivable: Info not available.

Water Conservation & Public Outreach: Continued Showerhead Exchange Program; Participated in Charlotte Harbor Nature Festival promoting water conservation with material and handouts; Updated lobby displays in Murdock and East Port Environ Campus; SWFWMD modified Ph III watering restrictions; CCU web page updated to provide more info on water conservation; Researched and responded to various customer questions and concerns; Water conservation literature was provided to various organizations/events; Educational tour of the Burnt Store Facility attendees were give conservation handouts and brochures; Continue developing new brochures for access on web and in person to keep customers better informed of our services.

- Misc, Safety & Security: Workplace Safety Committee meeting was held on 10/17 and we inspected 7 Lift Stations in the Burnt Store area and produced inspection report; Working with IT on identifying the best cameras and installation of cameras for East Port WRF.

Human Resources: Total positions: 201; Total vacant positions: 2 Water Plant Operators – actively recruiting.

- Administration:

Ph 1A – Punta Gorda Interconnect: Regional storage/pumping station activities are ongoing, and pump building, chemical containment structures and vertical work continue. 7,200 LF of 30" HDPE pipe has been installed in Peace River between Harbor Heights and Punta Gorda and 800 LF within the Balboa Canal, via open trench method, at the rate of 50' per day. Activities continue both north and south of the river. CO #3 to extend contract completion time by 134 calendar days was approved by the Board on 11/2 in order to allow ample time for river crossing.

PRMRWSA Water Resources: No significant change in water levels or demand.

E&W Spring Lake Area Pilot Study: Names for participants in the Stakeholder group are being collected and finalized for a series of kick-off meetings to begin by Feb/Mar 2012. Design plans for 3 alternative sewer systems are nearing 30% stage. Consultant is working with CCU on various tasks simultaneously, including Public Relations and use of green technology within the project.

Babcock Ranch: Draft permit for 3 MGD / 93 MG Max Month of raw water issued by SFWMD on 11/21. Notice of Intended Agency Action published in newspaper, to allow for a public review and comment period. Final report and permit expected by 12/20.

- Engineering:  
Regional Reclaimed Water Exp Ph 2 – Transmission Main (Stage 1): The waste water force mains from Kerrigan Circle to the proposed El Jobean lift station and from the lift station to the tie-in at Biscayne Blvd were revised to reflect the new force main sizes. The means by which the new 24" force main will be installed was determined but not yet added to plans.  
Pumping Upgrade (Stage 2) and Storage Pond Design (Stage 3): The engineering consultant calibrated the reclaimed water model and ran a number of hydraulic simulations for delivery of reclaimed water to existing customers. They also ran simulations on possible future transmission

line extensions. On 11/21 a workshop was held to review how the model was built and calibrated and to review the simulations that were ran. CCU requested that a few additional simulations be ran which will be completed in December.

Storage Pond (Stage 3): CCU completed review of the different storage pond options and decided to proceed with the combining of the new pond with Pond #2 provided that there would be no problem obtaining a permit from the FDEP for its construction. A meeting was held with the FDEP on 11/14 to discuss the combined pond and filling of a portion of the moat that surrounds the West Port WRF. The FDEP determined that the pond would require a Minor Permit modification and there were no issues in filling the moat as long as BMP's were followed to mitigate the impact on the rest of the moat. CCU requested an estimate for the additional work to design the larger pond which will be paid for from the budget contingency.

Production Wells & Plant Expansion: CCU staff has received delivery of the new pumps. One of the new pumps has been installed and the second pump was installed in November. Once the test period is completed, the necessary modifications to the control system will be completed to provide for the new pump operation. These new pumps are intended to operate the water system more efficiently within the current operation needs.

WWRF Expansion: The response to the 2nd Request for Additional Info (RAI) has been submitted to FDEP for the permit modification. Discussions with FDEP at the end of October indicate there will be no further RAIs and the draft permit will be forthcoming for publication and the normal public review/comment period before the final permit is issued. The draft permit should be received in early December.

Rehab & Expansion of EP WRF: The Consultant has initiated work on the Stage 1 improvements for this WW treatment plant and 50% plans and specifications have been submitted for review. The evaluation of the energy conservation and efficiencies available for this project has been completed and are under final review and comment. The draft ERP permit, draft FDEP permit and related reports (Capacity Analysis Report, Ops and Maint Report) are being finalized. These documents are intended to be submitted in December to FDEP.

Spatial Info Assessment (Geodatabase): Staff continues to update the GDB with WW, potable water and reclaimed water as-built data and field changes. This work is on-going. CCU hired an Engineering Tech on a permanent basis and one of their job tasks is to do the field work necessary to update the GDB with assets that could not be found when the utility Geodatabase was originally developed. This work should resume as the work schedule allows.

Rotonda Reclaimed ASR Well Final Design: A letter requesting cancellation of the project was sent to SWFWMD on 11/ 03/11.

Lift Station Rehabs:

8: Design work on the lift station is continuing.

812: A Resolution was approved by the BCC on 11/8 authorizing RES to proceed with acquisition of Lot 110, Oakland Hills to upgrade the LS. On 12/2 Lot 110 was acquired in the amount of \$15,000.

Control Structures:

Dorchester WW @ Peachland, Morningstar WW @ Peachland: Contractor has closed the roads to locate and measure the sizes of pipe.

Sidewalks:

Year 1: Purchasing has awarded the Collingswood Blvd and Alton Rd sidewalk projects and construction has begun.

Year 2: 30% plan submittals have been reviewed and comments forwarded for Beacon Dr, Sheehan Blvd, Cape Haze Dr and Gulfstream Blvd.

Year 3: A PWs project to install new sidewalks at various locations throughout the County. JE has been selected and have begun designing the project. 30% plans submitted for review.

Midway Force Main & LS Rehabs: Project is being included in the Midway Widening project as each phase is constructed. Construction on Ph 1 is complete. Preliminary design work continues to determine the proper sizing of the force mains along the Midway – Ph 3 project.

Midway Widening (PW) Ph 2: A PWs project installing large stormwater pipes along the side of the existing culverts under US 41 to handle the additional flows from the Midway Ph 1 project. The 30% were put on hold pending additional SWFWMD reviews and approval.

Deep Creek Force Mains: The construction of this project has been placed on hold pending funding allocation.

Wastewater Collection System/2010 Relining Contract: Project has been completed and is being closed.

Edgewater Dr Ph II: A PWs design project to widen the existing 2 lane roadway to a divided 4 lane roadway between Midway & Harbor Blvds. CCU will upgrade the existing water & wastewater mains, including installation of a new reclaimed water main. The 90% plans have been submitted and are being reviewed. Additional r/w and easements are being acquired for storm drainage.

Placida Road: The 90% utility plan revisions are being reviewed and final comments will be put on hold due to BCC putting the construction on hold.

Gateway Harborwalk: A public restroom is being proposed and the proposed sewer will be a LPS system connected to CCU and the water will be connected to Charlotte Harbor Water Association. Awaiting final plans.

Control Structures at Sunset, Dorchester, Morningstar, Haverhill, Fordham, and Niagara WWs: Johnson Engineering has started on the design for the 6 control structures. Plans will be submitted for review at the 30% stage.

US 41 Widening (Enterprise Dr to North Port: FDOT will be widening US 41 from Enterprise Dr to Sumter Blvd in North Port. CCU has entered into a UWHCA Agreement with FDOT to install water, wastewater & re-claim water within the ROW. CCU has selected the firm of Hazen and Sawyer to design the utilities along with TKW Consulting Engineers. Ph 2 plans have been submitted and are being reviewed.

Chamberlain Blvd Bridge: A PWs project installing a new bridge deck and sidewalk over the Markham WW. The existing 8" steel water main attached to the bridge will have to be removed and installed under the canal. American Engineers have completed the construction plans and DPW has put this project on hold.

Elkcam WW Bridges at US 41: Water mains have been completed and have been approved by FDEP.

Parade Cir Multi-Purpose Pathway: A PWs project to install an 8' wide pathway with landscaping & irrigation around Parade Circle from Oakland Hills Rd to White Marsh Rd. The 100% plans were submitted and are being reviewed by CCU.

Rampart Blvd Ph 1: A PWs and Benderson Development project to extend Rampart Blvd from Kings Hwy to Loveland Blvd. King Engineering will add a new 12" water main to the construction plans. The main will go under Kings Hwy and thru the new Rampart Blvd. ext to tie into the existing 12" water main on Loveland Blvd. The final utility plans have been approved, FDEP permitted and awaiting construction to begin.

Burnt Store Rd Ph 3: A CDE project to widen BS Rd from the Lee Cty line to the Tern Bay Development. Kimley Horn has been awarded the design and awaiting contract negotiations.

Winchester Blvd Ext: A CDE project to complete Winchester Blvd as an evacuation route was previously designed and placed on hold. The BCC has approved the CDE to make any necessary updates to the plans and put out for construction.

Gasparilla Rd Widening: A CDE project to design and permit a new 4-lane divided road to include sidewalks and bike facilities. Proposals have been submitted and awaiting selection of consultant.

SWFL Feasibility Study: The SW FL Feasibility Study (now known as the SW FL Comprehensive Watershed Plan) has been submitted to the South Atlantic Division and Headquarters by the Corps (Jacksonville) for review and approval to release for public review. The public review will include agency and local government review. The plan identifies projects at a very conceptual level so will not be submitted to Congress for authorization. The intent of the plan is to lay out the projects in the region as they relate to the protection and restoration of water resources and then

any entity will be able to take the conceptual project and seek funding for implementation. Any of the projects identified in the plan will be eligible for submission for federal funding, but that funding is by no means assured and the design process will have to be completed before submittal to Congress. It is their current hope that the document will be released for public review in early 2012. CCU is on the notification list. One of the major proposed project areas is located in Lee County immediately south of the CC line. A portion of the study area also included Telegraph Swamp located in the Babcock Ranch preserve area in Charlotte County. The project proposed deal mainly with restoring pre-development hydrology and restoring continuity of wildlife habitat by removing and adding drainage structures, invasive exotic species, and cutting and filling berms and channels.

Wastewater Master Plan: Develop a master plan for the county showing how properties will be provided with ww service to meet current and future needs in a cost effective manner. The plan will identify key infrastructure that is existing or will be required such as master LSs, FMs, and WW treatment plants. Additionally, LS service areas will be identified for the entire county to provide guidance on where future development will be able to connect to the system. This report will provide the basis upon which future CIP needs will also be determined.